

Job Title	Client Advocate
Employer/ Agency	Daya Inc
Job Description	<p>The client advocate will directly interact with the clients by performing case management duties geared to help the clients move forward. Working closely with the Client Services team, the Advocate will assist clients access resources such as mental health, job training, employment, legal aid, housing, childcare, health care, translation and interpretation, court accompaniment and public assistance.</p> <p>Duties: Answer helpline, do intake and assess needs for appropriate intervention and referral. Assess lethality and provide crisis management when necessary. Assist in organizing and conducting support groups and workshops. Provide legal advocacy. Examples include court testimony, translation and interpretation, filing VAWA application and affidavits for immigration and other legal purposes. Track client calls and maintain up-to-date records on clients and program activities, and input them into the system. Help coordinate and participate in organizational events such as annual fundraiser, seminars, outreach events and volunteer orientation and training. Perform required administrative duties and work cooperatively with other staff and board members to ensure optimal utilization of time and resources. Maintain and update Advocate resource guide. Assist in grant writing as needed. Attend Daya staff meetings and other meetings as and when necessary. Participate in appropriate policy advocacy forums on behalf of South Asian survivors of family violence at state and national levels. Participate in other projects as needed.</p>
Qualifications	<p>Bachelor's degree or relevant work experience required. Ability to work as part of a team, as well as independently. Commitment to Daya's mission of ending violence against women. Excellent writing, research and communication skills. Proficiency in computer applications and programs, such as Microsoft Excel, Word, and utilization of the Internet in performing job duties. Well-organized, ability to multi-task, highly motivated, creative, detail-oriented. Ability to work flexible hours including some evenings and weekends. Proficiency in at least one major South Asian language preferred. Experience working in a non-profit environment preferred.</p>
Salary/Hours	Commensurate with qualification and experience. This is a full time salaried position.
Contact Person	Dinesh Pejaver
Contact Title	Board Member
Email Address	drpejaver@gmail.com
Application Method	Please send resume and cover letter to Dinesh Pejaver at drpejaver@gmail.com.

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.